

Purpose

- 2. The purpose of this Memorandum of Understanding is to establish the framework within which a joint review is to be undertaken between the Commission and the employer.

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Terms

- 3. The employer undertakes to conduct a review of its workforce, if it has not already been completed, of the representation of the four designated groups in the six occupational categories.
- 4. For the above, the employer agrees to provide the designated group composition by occupational groups broken down by sex and level by Rotational, Non-Rotational, and Regional Office positions. This occupational group report must include the numbers and percentages of designated and non-designated group employees and is to be submitted to the Commission within 6 weeks of the signing of this agreement.
- 5. The employer agrees to assign senior management responsibility for the review to Peter F. Walker, Assistant Deputy Minister, Personnel and for ongoing operational liaison to George Rejhon, Senior Advisor, Special Personnel Operations Group and Shirley Boles, Head, Employment Equity Program.
- 6. The Commission undertakes to require the employer to complete only the sections of the Questionnaire which the review officer deems to be relevant.
- 7. The employer undertakes to commit sufficient personnel and resources to ensure the Questionnaire is completed fully and by the agreed dates.
- 8. Subject to the provisions of the Privacy Act, the employer agrees to provide whatever documents, information, and/or employment related statistics are requested by the review officer.
- 9. In order to facilitate or expedite the review process either the employer representative or the review officer may request a meeting to be held no later than 21 calendar days from the request.
- 10. Where there is/are bargaining agent(s) representing employees in the organization, the employer agrees to consult them while conducting the review and agrees that the review officer may meet with them during the review period.
- 11. After the review officer has completed an analysis of the occupational group report (4. above) and indicated which areas require further review, the employer agrees to complete fully and submit to the review officer Part One of the "Questionnaire, Employer Workforce Statistics", according to the following schedule:
  - a) Background Information Request      4 weeks from date of request
  - b) Inventory of relevant records, forms, reports, and manuals      4 weeks from date of request
  - c) Data analysis (availability analysis)      16 weeks from date of request

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Effective

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Notwithstanding 11 c, an employer may request that this time frame be amended, upon being informed of the designated group(s) and occupational group(s) to be the object of review.